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ABSTRACT

This manual provides basic information for Nebraska library trustees concerning a good library, qualifications of trustees, duties of trustees, the library policy, book selection policy, the business of the board, Nebraska library networks, statewide library development, the Nebraska Library Commission, friends of the library, organizations and conferences, the Library Bill of Rights, and recommended books and periodicals. Appendices outline the orientation of new trustees and the bylaws of the Nebraska Library Trustee Association and mention laws relating to library trustees. (JD)

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NEBRASKA LIBRARY TRUSTEE MANUAL

Nebraska Library Trustee Association
1977

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INTRODUCTION

This manual was developed by the combined talents of many Trustees with additions and editorial assistance of the Nebraska Library Commission. It belongs to all trustees in the state. Questions and additions are sought for future editions and revisions.

Mrs. W. B. Weir, Trustee
Public Library, Imperial
1976-77 Chairman, Nebraska Library Trustee Association

THE PUBLIC LIBRARY TRUSTEE IN NEBRASKA

The first law providing for the establishment of community libraries in Nebraska was enacted just a century ago. Under that law, the first step a community was to take in creating a public library was to establish "a library board...to be chosen from the citizens at large."

There is little evidence that that concept needs any improvement today: public library trustees are still the primary element for sustaining community library service.

A library trustee holds much more than an honorary position. A trustee has a position which demands involvement and commitment. There is, and will be, a direct relationship between the worth of library service that a community offers and the energy, wisdom, and effectiveness of its board members.

It is clearly the trustee's responsibility to see that the library remains responsive to community needs. It is not enough merely to maintain the status quo, to continue the same program year after year without question. There is no guarantee that a good library, once established, continues perpetually as a useful and meaningful community enterprise. As a community evolves and changes and as the needs of the people of the community shift and grow, so must the community library adjust and modify, exercise and grow.

The information needs of people throughout the state total up to an enormous challenge to Nebraska's public libraries. Equally impressive, however, are the potentials for meeting that challenge through planned, cooperative efforts. Will Nebraska's libraries meet the complex demands of tomorrow's citizens? The trustees hold the answer.

John L. Kopischke
Director
Nebraska Library Commission

A GOOD LIBRARY

A GOOD LIBRARY PROVIDES:

The best collection of books and other materials that is possible to acquire.

Impartial service and assistance to all users.

Guidance and stimulation to improve reading for all age groups in the community through newspaper, radio and television publicity; reports to special interest groups; services to residents of public institutions (hospitals, rest homes, prisons), blind and physically handicapped; sponsoring book reviews and great books clubs, story hour, film showings, etc.

A GOOD LIBRARY HAS:

Intelligent and interested trustees.

A competent library staff to give the best service.

Long-range plans for development and expansion to keep pace with community needs.

A budget adequate to carry out these plans.

An adequate building in a good location, equipped to serve the public in all capacities.

A GOOD LIBRARY COOPERATES:

With other libraries and librarians through regional and state library networks.

A GOOD PUBLIC LIBRARY IS SERVICE TO ALL PEOPLE

QUALIFICATIONS OF TRUSTEES

A PUBLIC LIBRARY TRUSTEE SHOULD HAVE:

An understanding of the community, its needs and resources.

Time to attend meetings and to work for library objectives.

An open mind to study and keep informed on library developments and trends.

A willingness to present to the tax-levying agency the needs of the library and to exert every effort to insure the necessary funds.

A PUBLIC LIBRARY BOARD OF TRUSTEES SHOULD HAVE:

A diversity of interests and occupation.

Vitality and continuity through regular appointment of new members for definite, staggered terms, according to State Law.

Contacts with community leaders and organizations.

Knowledge of the standards libraries should meet.

Knowledge of the legal authority, the state statutes, the local ordinances, and the board regulations under which the library operates.

APPOINTMENT TO A LIBRARY BOARD CONSTITUTES A PUBLIC TRUST

DUTIES OF TRUSTEES

Select a competent librarian. (This is the single, most important duty of a Board.)

Formulate a written policy to govern the operation of the library.

Work for adequate financial support of the library.

Keep informed of local, regional and statewide library development; be aware of the activities of the Network Advisory Council, the State Advisory Council on Libraries and the Nebraska Library Commission.

Study and support legislation to improve library service.

Participate in regional, state and national trustee activities through membership in Nebraska Library Association (NLA) and attendance at State and Regional meetings.

THE BOARD AND THE LIBRARIAN SHARE THE RESPONSIBILITY FOR:

Interpreting the library to the public through good public relations.

Preparing the budget and defending it at budget hearings.

Planning for growth and improvement of the library and library service.

THE LIBRARIAN HAS FULL RESPONSIBILITY FOR:

Purchase of books and library materials consistent with the policy determined by the board.

Supervision of programs and services.

Personnel selection and management.

Financial records and the presentation of a financial summary at each board meeting.

Attendance at all board meetings except those which consider his employment, salary, and performance.

THE LIBRARY BOARD SELECTS A COMPETENT LIBRARIAN AND ESTABLISHES POLICIES. THE LIBRARIAN ADMINISTERS THE LIBRARY UNDER THOSE POLICIES.

THE LIBRARY POLICY IS A WRITTEN GUIDE TO:

OBJECTIVES AND GOALS – suitable to the needs of the community.

OPERATION – hours open, times and fees, holidays, acceptance of gifts and memorials, use of library facilities and equipment.

PERSONNEL – pay schedules, qualifications for staff positions, hours of staff duty, retirement, sick leave, vacation, payment of association dues and expenses for staff and trustees to attend professional meetings.

SERVICE – non-resident borrowers, special groups, services to schools, hospitals, and community organizations, extension of services through bookmobiles and branches, public relations and publicity.

BOOK SELECTION – type and quality of materials added to the library collections, the library's stand on controversial matter, support of the Library Bill of Rights and the Freedom to Read Statement.

The library board should be receptive toward needed changes and revisions of policy in order to meet situations which arise. This means yearly evaluation of service and goals. Policy statements should be clear, yet expressed in broad terms since they are a basis for procedure and do not include details of procedure. They should be in accord with the purpose and legal basis of the library. Once adopted, a policy should have the unanimous support of the entire board, librarian, and staff.

WRITTEN POLICIES PREVENT MISUNDERSTANDINGS AND GIVE GUIDANCE TO TRUSTEES AND LIBRARY STAFF.

BOOK SELECTION POLICY: THE BOARD'S RESPONSIBILITY

The book selection policy should make clear the determination of the board to defend the principles of the freedom to read. Books selected should reflect the varied backgrounds, interests, religious, ethnic groups and educational levels of the American community; they should present conflicting opinions and opposite points of view on matters of public interest in accordance with an unbiased and objective criterion. The policy should make absolutely clear that censorship of books is an individual matter and should not impose restrictions on others. The total and unconditional support of the librarian by the trustees is the best means of preserving the freedom to read for all Americans.

BOOK SELECTION: THE LIBRARIAN'S RESPONSIBILITY

Book selection within the framework of the policy is one of the chief duties and responsibilities of the librarian. With the help of professional book review media (such as A.L.A. Book List and Library Journal), the librarian should carry out the actual purchases in making a balanced selection for the library shelves. Approximately one-fourth of the budget should be spent for children's books. The trustees should not assume this administrative function. If the library is too small or impoverished to have the services of a competent librarian, the advice of the state library agency should be sought.

With the librarian's duty to choose the proper books for the library goes the added responsibility for systematic weeding and discarding of books – from five to ten per cent of the collection annually. These are books no longer useful, containing outdated or incorrect information, or in poor physical condition. The shelves of a good public library should present fresh, timely materials in attractive covers and readable type. A funding budget should keep in good condition the older, still useful volumes.

THE FREEDOM TO READ IS THE PUBLIC'S RIGHT

THE BUSINESS OF THE BOARD

Every board meeting has three essentials:

1. A quorum of its members
2. A well-prepared agenda
3. An alert and informed chairman

An effective board must be fully aware of its purpose as a board and must see that each new member receives complete orientation (see Appendix I). An effective board meeting has every member in attendance. Willingness to attend board meetings is a primary responsibility of trusteeship.

The board should have bylaws which provide for monthly meetings, designate officers and outline their duties, establish a quorum, set up procedures for special meetings and committees, and determine how the bylaws should be amended. Some boards appoint the librarian as secretary of their meetings.

The board chairman and the librarian should prepare the agenda for each meeting and send copies in advance to board members to allow time for prior study of items to be discussed. A well-prepared agenda helps make the meeting efficient. It expedites decisions and forestalls needless discussions.

THE ORDER OF BUSINESS

Call to order
Recording of members present, absent and guests
Approval of minutes of previous meeting
Correspondence and communications
Financial report and approval of expenditures
Librarian's report
Reports of committees
Unfinished business
New business
Adjournment

THERE ARE NO PROVISIONS IN BUILDING THE PUBLIC'S TRUST

LIBRARY NETWORKS

Library trustees should be aware of the advantages to be gained through cooperative library activity and should support the planned development of area, regional and statewide library services.

In Nebraska, six library Networks have been established to plan for the extension and improvement of area library service. Each Network has an Advisory Council made up of public library trustees, librarians, and other people committed to the development of quality library service. Each Network has a Coordinator who is based in the Network and is on the staff of the Nebraska Library Commission.

Services available through Network participation:

1. Access to the library resources of the entire state through TWX/Teletype interlibrary loan system.

2. Access to reference and information services from state libraries through contracts between the Library Commission and special resource libraries.

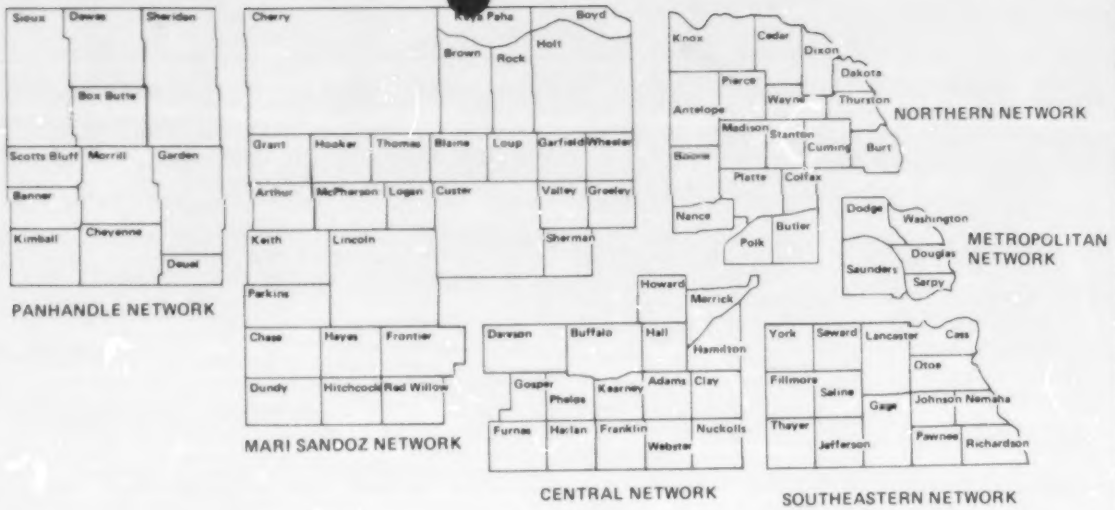
3. Access to state and federal government publications through the Nebraska Publications Clearinghouse.

4. Access to special materials for blind and physically handicapped readers or other people who have special reading needs.

5. Access to motion picture films through the Nebraska Film Service.

6. Access to the services of the Network Coordinator to assist the library in dealing with problems concerning library operations, facilities, training, development, and service improvement.

LIBRARY SYSTEMS MAKE GOOD LIBRARY SERVICE POSSIBLE EVERYWHERE



NEBRASKA LIBRARY NETWORKS

STATEWIDE LIBRARY DEVELOPMENT

Two members from each Network Advisory Council serve with six other 'at large' members on the State Advisory Council on Libraries. The State Advisory Council makes recommendations to the Library Commission, develops a State Plan for library development, and reviews project proposals for Federal grants.

The major goal of the Nebraska state plan is to provide library service to meet the needs of all Nebraskans. To achieve this goal, the combined resources of all Nebraska communities and libraries must be integrated into a statewide library system which links the library service needs of each individual to the library resources of local, regional, Network, state, multi-state and national library units.

THE NEBRASKA LIBRARY COMMISSION

Established by an act of the Legislature in 1901, the Nebraska Library Commission is charged with the responsibility "for statewide promotion, development and coordination of library programs and services in accordance with nationally acceptable library standards."

Six Commissioners, one from each library Network, are appointed by the Governor for a term of three years.

The Commissioners appoint a director to administer the work of the agency, now located at 1420 P Street in Lincoln. General functions of the Commission include operation of the TWX Interlibrary Loan and Reference Network, maintenance of the Nebraska Union Catalog, operation of the Nebraska Library for the Blind and Physically Handicapped, operation of the Nebraska Publications Clearinghouse and the state document depository system, operation of the Nebraska Film Service, administration of federal library program funds, and coordination of statewide library planning and development.

Currently serving on the Library Commission are:

Ray E. Lundy, Kearney
Jack Campbell, Lincoln
Robert M. Harris, Scottsbluff
Gary Parker, Bellevue
Mrs. J. D. (Barbara) Swanson, North Platte
Mrs. Forrest (Iryl) Swoboda, Norfolk

FRIENDS OF THE LIBRARY

Friends of the library are citizens of the community who are aware of the library and its importance and willing to work for its progress. As organized groups they create public support and good public relations for the library. Library trustees should promote formation of a Friends group and give guidance by suggesting appropriate activities to help meet the library's needs:

Encouraging monetary gifts to the library (tax deductible)
Promoting memorial giving
Supporting legislation which advances library service
Campaigning for new library buildings or improvement of existing facilities
Offering volunteer help in the library
Interesting young people in library careers
Participating in National Library Week activities
Enlisting civic leaders in promoting better library service
Setting up a foundation for the benefit of the library

ORGANIZATIONS AND CONFERENCES

Participation in trustee activities helps library board members gain familiarity with the library world. Membership in the trustee section of the Nebraska Library Association broadens the trustee's horizon and provides education in trusteeship. Contact at meetings with other library trustees enriches him in an exchange of knowledge and experience. The state organization provides an effective instrument through which to work for library legislation, to take part in movements affecting the welfare of libraries and to be heard outside the home community.

The quarterly bulletin published by the Nebraska Library Association provides members with a current source of information about leaders, activities and needs in Nebraska libraries. Membership in the Nebraska Library Association is the mark of a good trustee.

At the national level, membership in the A.L.A. Trustee Association, A.L.T.A., gives the trustee a broader area of operations. A.L.T.A. is a division of the American Library Association, the oldest and largest national library association in the world. Founded in 1876, its membership is made up of librarians, libraries, library trustees, and friends of libraries. The object of A.L.A. is to extend and improve library service and librarianship in each state and throughout the world. National conferences are held each year in different parts of the country. Dues are nominal and tax deductible. In joining the A.L.A., a trustee elects to become a member of the American Library Trustee Association and one other division. He receives a subscription to American Libraries, issued monthly.

To give the advantages of associations and conferences to each library trustee, the library budget should include:

Dues for membership
Expenses incurred by attendance at meetings

Dues and expenses are a legitimate and necessary expenditure of the local public library.

MEMBERSHIP IN N.L.A. IS THE MARK OF A GOOD TRUSTEE

LIBRARY BILL OF RIGHTS

Adopted June 18, 1948 by the A.L.A. Council
Amended February 2, 1961, and June 27, 1967

The Council of the American Library Association reaffirms its belief in the following basic policies which should govern the services of all libraries.

1. As a responsibility of library service, books and other library materials selected should be chosen for values of interest, information and enlightenment of all the people of the community. In no case should library materials be excluded because of the race or nationality or the social, political, or religious views of the authors.

2. Libraries should provide books and other materials presenting all points of view concerning the problems and issues of our times; no library materials should be proscribed or removed from libraries because of partisan or doctrinal disapproval.

3. Censorship should be challenged by libraries in the maintenance of their responsibility to provide information and enlightenment.

4. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

5. The rights of an individual to the use of a library should not be denied or abridged because of his age, race, religion, national origins or social or political views.

6. As an institution of education for democratic living, the library should welcome the use of its meeting rooms for socially useful and cultural activities and discussion of current public questions. Such meeting places should be available on equal terms to all groups in the community regardless of the beliefs and affiliations of their members, provided that the meetings are open to the public.

THE BOOKSHELF

BOOKS

Batchelder, Mildred, editor. PUBLIC LIBRARY TRUSTEES IN THE NINETEEN SIXTIES. 1969 Paperback – $2.00
American Library Association

Holden, Barbara B. THE STATE TRUSTEE ORGANIZATION. 1967 Paperback – $1.00
American Library Association

Wallace, Sarah Leslie, editor. FRIENDS OF THE LIBRARY: ORGANIZATION AND ACTIVITIES. 1962 Paperback – $2.50
A.M.S. Press, Inc.

White, Ruth M., editor. PUBLIC LIBRARY POLICIES – GENERAL AND SPECIFIC, revised edition. 1970 Paperback – $3.50
American Library Association

Young, Virginia G., editor. THE LIBRARY TRUSTEE: A PRACTICAL GUIDE BOOK, 2nd edition. 1969 – $9.00
R.R. Bowker Co.

LIBRARY TRUSTEESHIP: AN INTRODUCTION. Donars Productions. 40 2x2 slides with printed script and cassette narration. Available from the Nebraska Library Commission.

PERIODICALS

AMERICAN LIBRARIES – Bulletin of the American Library Association. Available to members of the American Library Association and by subscription – $19.00 a year.

ANNUAL REPORT, Nebraska Library Commission – Statistics and directory of Nebraska libraries. Available from the Nebraska Library Commission.

GOVERNMENT PUBLICATIONS

LIBRARY JOURNAL – Subscription – $19.00 a year. Published by R.R. Bowker, Co.

MUNICIPAL CODES

NEBRASKA LIBRARY ASSOCIATION QUARTERLY – Available to members of the Nebraska Library Association.

NEBRASKA LONG RANGE PLAN FOR LIBRARY SERVICE (1977-1981)

NEBRASKA STATUTES, especially Chapters 51 and 72.

OVERTONES – A bimonthly publication on statewide library activities from the Nebraska Library Commission. Sent to all Nebraska libraries.

THE PUBLIC LIBRARY TRUSTEE – Official publication of the American Library Trustee Association. Available only to members of A.L.T.A.

WILSON LIBRARY BULLETIN – Subscription – $14.00 a year. Published by H.W. Wilson, Co.

APPENDIX I

ORIENTATION OF NEW TRUSTEE

I. Welcome to New Members

II. Brief History of Local Library
Suggestions:
- The beginning; the value of property, such as book collection, bookmobile, building and site
- The financial status, with source of income including local, state and/or federal grants
- A copy of budget
- List of personnel and pay scale
- Latest annual report
- Agendas of a few previous meetings
- Brief review of state library laws

III. Responsibilities and Duties

1. Make every one in community aware of the library.

2. Secure adequate financial support.

3. Encourage continued growth and development of library staff. The library is the fourth cornerstone of American civilization and culture – the home, church, school and library. It is a patriotic duty to seek for the community the best library it can possibly afford.

IV. Trustee Organizations and Conferences

1. Regional
   Explain your own state map of regions or districts. Discuss when regional meetings are usually held. They bring together trustees and librarians where common problems are discussed, solutions offered and future plans made.

2. State
   Give purpose of organization. Discuss membership in state association, the dues, the divisions of state association with emphasis on trustee section and its executive board, and finally the meetings, where state and national matters of concern are discussed and future plans determined.

3. National
   The American Library Association is the chief spokesman for the modern library movement in North America. It is an organization of libraries, librarians, trustees, and Friends of the Library.

V. Complete Tour of Library

VI. Reading List for Trustees (see the Bookshelf portion of the manual). For full section see: Young, Virginia G., THE LIBRARY TRUSTEE: A PRACTICAL GUIDE BOOK, 2nd edition, Bowker.

APPENDIX B

BYLAWS – NEBRASKA LIBRARY TRUSTEE ASSOCIATION

Article I – NAME

The name of this organization shall be the NEBRASKA LIBRARY TRUSTEE ASSOCIATION, a section of the Nebraska Library Association.

Article II – PURPOSE

To act as a creative partner with the professional sections of the NLA and the Nebraska Library Commission to bring adequate library service to all citizens in Nebraska through promotion and study of legislation (both state and national) affecting libraries; by providing continuity of program and leadership within the organization; through concern for recruitment and development of competent personnel, adequate financing, and an enthusiastic program of public relations encouraging citizen support for libraries; to educate and inform trustees throughout the state, of library needs and services.

Article III – MEMBERSHIP

Section 1: Qualifications

Any member of the NLA actively interested in the purpose of this organization is eligible for membership.

Section 2: Dues

In conformance with the dues schedule adopted by the Nebraska Library Association, the chairman shall request the percentage of NLA dues to be allotted for use by the Trustee Section. Section finances shall be handled by the Treasurer of NLA.

Section 3: Voting

Only paid up members of NLA shall be qualified to vote at Trustee Section Business Meetings.

Article IV – OFFICERS, DUTIES, ELECTIONS AND VACANCIES

Section 1: Officers

The officers of this organization shall be Chairman, Vice-chairman, Second Vicechairman, and Secretary. All officers shall be or have been trustees of public libraries.

The Vice-Chairman, Second Vice-Chairman, and Secretary shall progress in turn to the Chairmanship and a new Secretary be elected each year. In case of vacancies, the office shall be filled by an officer next in line of succession and the vacancies filled at the next yearly meeting.

Section 3. Duties:

A. The Chairman shall:
   1. Preside at all meetings
   2. Serve on the Executive Board of NLA
   3. Appoint committees
   4. Submit an annual report to the NLA in accordance with its bylaws
   5. Be responsible for providing leadership and coordination among Section officers and members
   6. Be empowered to delegate duties to officers or members
   7. Cooperate with the Nebraska Library Commission, the NLA and the Public Libraries Section in planning spring regional workshops and in any other way that will carry out the purposes of this Section and contribute to total library services throughout the state
   8. Contribute trustee notes to the NLA Quarterly

B. The Vice-Chairman shall:
   1. Serve in absence of the Chairman
   2. Succeed to office of Chairman at close of annual Section meeting
   3. Serve on Section Executive Committee and perform such other duties as may be assigned by the Chairman

C. The Second Vice-Chairman shall:
   1. Succeed to office of Vice-Chairman at close of annual Section meeting
   2. Succeed to office of Vice-Chairman or Chairman in case of vacancies
   3. Serve on Section Executive Committee and perform such other duties as may be assigned by the Chairman

APPENDIX B – continued

8. Serve as SLA legislative contact for National SLA membership is a prerequisite and will be provided by the SLA Trustee Section.

D. The Secretary shall:

1. Maintain an orderly file of Section documents.
2. Record the minutes of the annual Section meeting and of the Executive Committee meetings.
3. Prepare and distribute agenda, program notices and other pertinent documents at the direction of the Chairman.
4. Serve on Section Executive Committee and perform such other duties as may be assigned by the Chairman.

Section 5. Elections:

A. Nominations for officers shall be by a nominating committee consisting of the immediate past Chairman and two other persons appointed by the Chairman.

B. Nominations of the Committee shall carry consent of nominee.

C. Nominations from the floor shall be accepted provided that nominee is present or has submitted his written consent to be nominated.

D. Elections shall be held annually at the regular Section meeting during the annual convention of SLA.

E. The term of office shall be from the conclusion of one annual meeting to the end of the next or until a successor is elected.

F. No officer shall serve more than one year in such office except in case of vacancies when he shall succeed to the office and serve his own term as well.

Section 6. The Executive Board:

A. Shall consist of the officers and immediate past Chairman.

B. Shall meet at the call of the Chairman to implement the policy of the Section.

Article V – MEETINGS

There shall be one annual meeting which shall be held during the annual convention of the NLA and there shall be the Spring Regional Workshops held in conjunction with the Public Libraries Section and in cooperation with the Nebraska Library Commission.

Article VI – PARLIAMENTARY AUTHORITY

Robert, Henry M., *Robert's Rules of Order* shall serve as the parliamentary authority for this organization insofar as it is not contrary to these bylaws and the bylaws of the NLA.

Article VII – AMENDMENTS

These bylaws may be amended by a two-thirds majority vote of those members present at any annual Section meeting, provided that the amendment(s) be distributed by the Secretary at least four weeks in advance to all members in good standing.

Any bylaw may be temporarily suspended by a two thirds vote of those members present and voting at the annual meeting.

APPENDIX III

LAWS RELATING TO LIBRARY TRUSTEES

from *Revised Statutes of Nebraska*, 1943, reissued 1974, 51-202. City or village library; library board; members; elected or appointed; terms; vacancies, how filled.

51-202. City or village library; library board; members; elected or appointed; terms; vacancies, how filled. When any city council or village board shall have decided by ordinance to establish and maintain a public library and reading room under sections 51-201 to 51-210, a library board of five members shall be elected or appointed from the citizens at large, of which board neither the mayor nor any member of the city council or village board shall be a member. The members first elected or appointed shall hold their office, three for terms of four years, and two for terms of two years from the first day of July following their appointment or election, and their successors shall serve four-year terms; provided, that the city council or village board may by ordinance make the terms of members of the library board for a period of two years.

The term of membership on the board which is to expire in 1971 is hereby extended to 1972. At the election in 1972, two members shall be elected for four-year terms. The term of membership on the board which is to expire in 1973 is hereby extended to 1974. At the election in 1974 and every fourth year thereafter, two members shall be elected or appointed for four-year terms. The term of membership on the board which is to expire in 1975 is hereby extended to 1976. In 1976, and every fourth year thereafter, three members shall be elected or appointed for four-year terms. In cases of vacancies by resignation, removal, or otherwise, the city council or village board shall fill such vacancy for the unexpired term. Cities having home rule charters shall have the power to fix by ordinance the number of members and length of terms of members of such library boards. No member shall receive any pay or compensation for any services rendered as a member of the board.

The city council or village board at its regular meeting in January of every even-numbered year shall by ordinance adopt the manner in which the library board of five members is to be chosen. If the city council or village board by ordinance provides for appointment of the members to the library board, such library board members shall be appointed by a majority vote of the members of the city council or village board. If the city council or village board adopts an ordinance to provide for the election of library board members at municipal elections in April, it shall follow the statutes governing municipal elections. If the municipal election is to be held in conjunction with the statewide primary, the election shall be held as provided in Chapter 32.

If the board members are to be elected, the city council or village board shall give public notice of such election after the adoption of such ordinance naming the offices to be filled, the length of terms, and the filing deadline for the placing of names of candidates on the ballot.

SEE ALSO:

51-203. County or township library; board; members; appointment; terms; vacancies, how filled.
51-204. Library board; organization; officers; quorum.
51-205. Library board; rules and regulations.
51-206. Library board; mortgages; release or renewal.
51-207. Library board; funds; buildings; custody and control.
51-208. Library board; use of library for city or school purposes, contract.
51-209. Public library; funds; disbursements.
51-210. Library board; building sites, acquisition; procedure.
51-211. Library board; general powers.
51-212. Public library; use and purpose.
51-213. Library board; annual report; content.
51-214. Rules and regulations; penalties; action to recover; disposition of funds collected.
51-215. Public library; donations; library board may accept.
51-216. Real estate; sale and conveyance; conditions.
51-217. Public library; use by school districts.
51-218. Public library; property; exemption from execution and taxation.
51-219. Private and associate libraries; deposit and use; library board may accept; requirements.